



Regional Process: Requesting Personnel Actions

Purpose:

This document explains the steps followed in SFA's regional offices to process a Request for Personnel Action. Minor differences exist across regions, but the overall process of requesting and processing personnel actions is similar. The most common process has been documented.

Scope:

The document pertains to the following process flows, which involve a Request for Personnel Action:

- Classification/Staffing/Recruiting
 - Recruiting Targets, Skill Requirements, Position Classification, Advertising/Sourcing, Applicant Screening, Selection (2.0.0)*
 - Placement (2.1.0)*
- Performance Management Administration
 - Awards & Recognition (1.1.0)*
 - Awards & Recognition – Promotion (1.3.0)*
- Payroll Administration & Personnel Management
 - Payroll System Management – New Hire, Resignation, Retirement, Discharge, Transfer, Death (6.1.0-6.6.0)*
- Benefits Administration
 - Life Event Processing (5.2.0)*
 - Life Insurance Enrollment (5.4.0)*
 - Employee File Maintenance (5.5.0)*
 - Disability Retirement (5.7.0)*

Regional Structure:

There are SFA regional offices in the following cities: San Francisco, Seattle, Denver, Atlanta, Philadelphia, New York, Boston, Chicago, Kansas City, and Dallas. However, three mega-regions have been identified to oversee other minor-regions.

Mega Regions:	San Francisco	Atlanta	Chicago
Minor Regions:	Seattle	Philadelphia	
	Denver	New York	
	Kansas City	Boston	
		Dallas	

Participants:

The participants involved in requesting a regional personnel action are as follows:

- Component Head
- Personnel Specialist
- Regional Personnel Officer (in San Francisco, Atlanta, and Chicago)
- Staff Assistant or Admin Officer (in some regions)
- Supervisor
- Clerk

(*) – Process flow number for internal tracking purposes